



June 28, 2007

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

THROUGH: Li Zhang, Manager of Finance and Administration

RE: Memorandum of Understanding with the County of Marin regarding FY2007-08 Staffing, Agenda Item 7b

Dear Commissioners:

Executive Summary

At the April TAM Board meeting, the Board authorized the Chair to approve agreements with the County of Marin for staff support in the area of accounting services and public works/ planning. Based on a concern expressed at the TAM board meeting of May 24th, TAM staff return with the agreement for the loaning of public works/planning staff to provide further detail on the scope and costs of services.

TAM will require the ongoing assistance of County of Marin staff for FY2007-08. These staff are necessary for TAM to continue to meet its work-plan goals for next year. These staff have been on loan to TAM since early in TAM's formation. Staff have filled critical needs to date.

The cost of \$484,535 for the 2.75 Full Time Equivalents (FTEs) required are included in the draft TAM FY2007-08 Budget. A Memorandum of Understanding between TAM and the County of Marin is required to retain the required staff and to establish the amount to be paid to the County for staffing.

Recommendation: Staff recommends the Board approve the Memorandum of Understanding with the County of Marin for staffing for FY 2007-08, currently estimated at \$484,535.

TAM begins the FY2007-08 year completing its transition to an independent agency integrating the Congestion Management Agency and Sales Tax Authority functions. TAM has filled four critical manager positions and is in the process of hiring an Accounting and Administration Specialist. While in its ongoing transition from staff supplied by the Marin County Public Works Department to staff employed directly by TAM, TAM will continue to retain on loan 2 and 3/4 Full Time Equivalent County staff next year for critical work. An integral part of TAM's workplan for the upcoming fiscal year is to maintain the ongoing planning efforts for the Community Based Transportation Plan in Marin City, coordination of the TLC/HIP program, finalizing the TOD/Pedestrian Toolkit, and managing the completion of bike plan updates. TAM will also continue to manage the RM2 program in the Greenbrae/Twin Cities 101/580 Corridor, complete the update of the Congestion Management Plan, and perform transportation modeling required

for the CMP. These critical activities will be performed largely by County of Marin staff retained by TAM. The County provides an estimate for staff costs based on TAM's staff need request prior to the start of each fiscal year for this agreement.

TAM's staffing needs for FY2007-08 will be met in three ways:

- Through a Memorandum of Understanding with the Marin County Department of Public Works, TAM will retain 2.75 Full Time Equivalents (FTEs).
- TAM has hired six of the seven full time positions approved by the TAM Board
- Project Management Oversight as well as Construction Management Oversight consultants will continue to support TAM.

The County of Marin and TAM agreed in a previous MOU that TAM would fund one of the positions, a Senior Civil Engineer position with the County, through December 31, 2009. In addition to the Senior Civil Engineer, one Senior Transportation Planner (one FTE) and one Associate Civil Engineer (.75 FTE) currently employed by the Department of Public Works are required to meet TAM's staffing requirements in FY2007-08.

The cost for salaries, benefits, and overhead for the 2.75 FTEs required is estimated at \$485,535. This amount is included in the draft TAM FY 2007-08 Budget and is identified as the amount TAM will pay for the County staff in the attached MOU. The proposed MOU includes overhead charges ranging from 21% to 29% depending on the position, since the County covers most of the indirect costs for the three positions, including computer equipment, phones, office space, etc. However, TAM will assume most of the indirect costs once it moves. TAM and the County agree that adjustments to the overhead costs will be conducted once TAM moves to its new office to reduce the overhead rates charged to TAM.

Over the next 6 months, TAM's Executive Director along with key managers will examine TAM's staffing needs and be bringing recommendations to the TAM Board regarding any additional positions it may be suitable for TAM to consider hiring directly. Staff will be addressing the long term needs of TAM, relating to the sustainability of any new positions. Management staff will also be considering whether future loans of County Public Works staff will be necessary.

Recommendation: Staff recommends the Board approve the Memorandum of Understanding with the County of Marin for staffing for FY 2007-08, currently estimated at \$484,535.

Attachment:

MOU between the County Of Marin and the Transportation Authority of Marin Regarding FY2007-08 Staffing

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF MARIN AND THE
TRANSPORTATION AUTHORITY OF MARIN REGARDING FY2007-08 STAFFING**

WHEREAS, the Transportation Authority of Marin (TAM) is authorized under Public Utility Code Section 180106 and TAM's Administrative Code Section 103.1.n. to contract for staffing;

WHEREAS, on June 28, 2007, TAM adopted its budget to include the following staffing:

1.0 Senior Transportation Planner
0.75 Associate Civil Engineer
1.0 Senior Civil Engineer

WHEREAS, the County of Marin (COM) agrees to provide the required staffing to TAM at TAM's cost;

WHEREAS, the parties agree that TAM intends to have independent staff for FY2008-09;

WHEREAS, the COM and TAM agreed in a previous MOU that the COM will increase its staffing to fulfill a request of TAM, and that TAM agreed to fund a Senior Civil Engineer position with the COM through December 31, 2009, and that COM agreed to provide an annual budget for staffing prior to the start of each fiscal year;

WHEREAS, the COM and TAM agreed that once TAM moves to its own office location and assumes most the overhead costs for the positions, COM will adjust down the overhead rates applied to those positions ;

NOW THEREFORE BE IT RESOLVED that the County of Marin shall provide the above staff to TAM for the 2007-08 fiscal year; and track work hours of the above staff according to TAM's project tracking and reimbursement request, and

BE IT FURTHER RESOLVED that TAM agrees to reimburse the County of Marin within thirty days of an invoice for actual staffing expenses, currently estimated at \$485,535 for FY 2007-08.

COUNTY OF MARIN

TRANSPORTATION AUTHORITY OF
MARIN

President

Chair

Date

Date

Approved as to Form:

Approved as to Form:

By: _____
County Counsel

By: _____
Attorney for the Transportation Authority
of Marin